



In the Community to Serve®

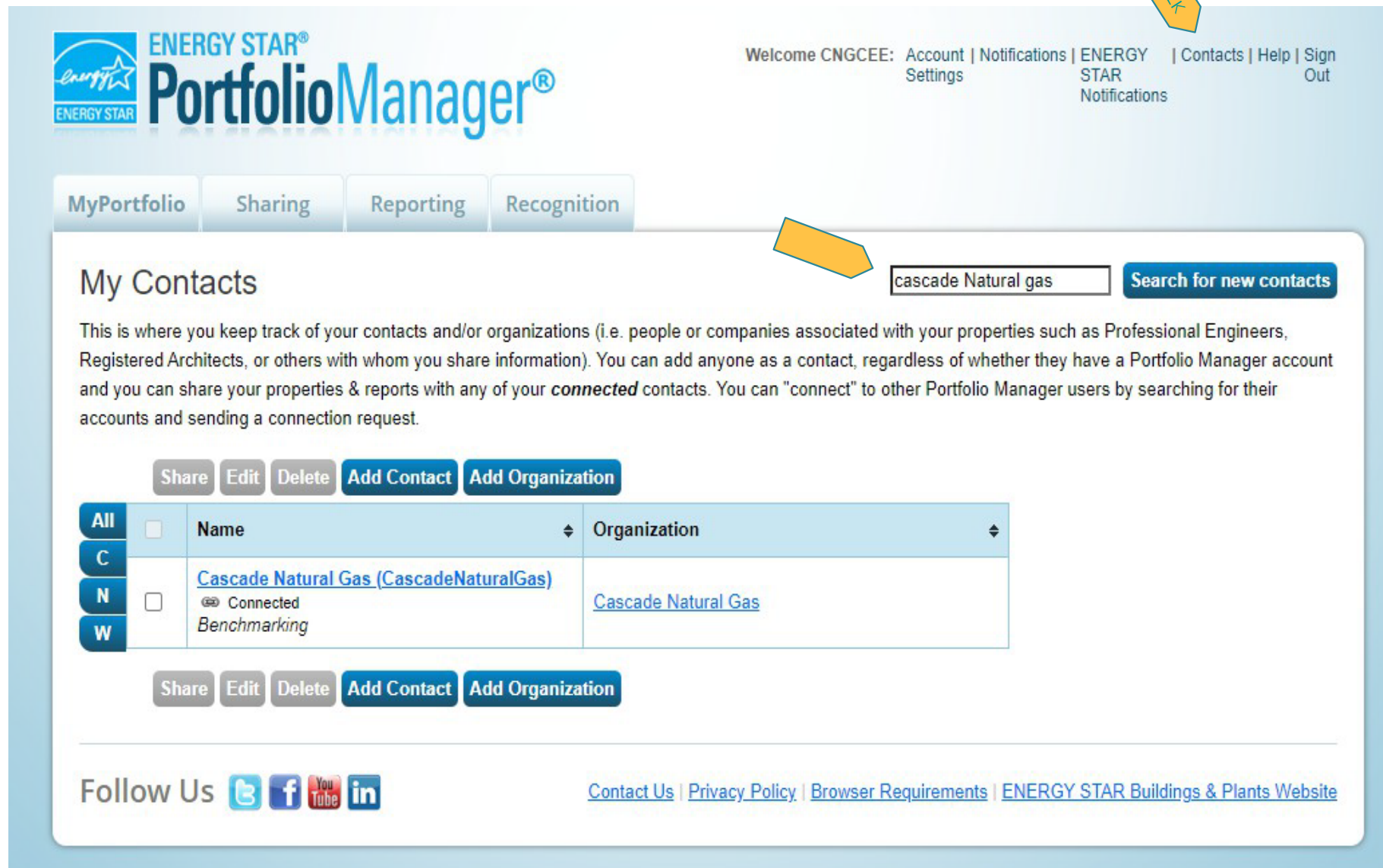
Portfolio Manager How-To Guide for Customers

1 I need to Benchmark, Now What?

Let's Connect!

Once you've logged in and created a Portfolio Manager account, connect with Cascade Natural Gas Corporation.

1. On the home screen click **CONTACTS** in the upper right-hand corner.
2. Then **Search for new contacts**



ENERGY STAR® PortfolioManager®

Welcome CNGCEE: [Account Settings](#) | [Notifications](#) | [ENERGY STAR Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

[MyPortfolio](#) [Sharing](#) [Reporting](#) [Recognition](#)

My Contacts

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.

[Share](#) [Edit](#) [Delete](#) [Add Contact](#) [Add Organization](#)

All	☐	Name	Organization
C			
N	☐	Cascade Natural Gas (CascadeNaturalGas)	Cascade Natural Gas
W		Connected Benchmarking	

[Share](#) [Edit](#) [Delete](#) [Add Contact](#) [Add Organization](#)

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1 I need to Benchmark, Let's Connect

1. In SEARCH FOR NEW CONTACTS, enter **Cascade Natural Gas** in the search or look under ORGANIZATION: then search.
2. Then click **Connect** on the Cascade Natural Gas Benchmarking with Cascade Natural Gas option

MyPortfolio

Sharing

Reporting

Recognition

Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

Your Search Criteria

Name:

Organization:

Cascade Natural Gas

Username:

Email Address:

Search

Cascade Natural Gas

Benchmarking with Cascade Natural Gas

Connect

Michael Brooks

Mgr, Administrative Services with Cascade Natural Gas Corporation

Connect

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Tip

Can't find what you are looking for? Try adjusting your search criteria.

Need Help? Email: EnergyReporting@cngc.com Call: 360-788-2349

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1 I need to Benchmark, Let's Connect

1. Check the box to agree to the Terms of Use
2. Click **Send Connection Request**

Send a Connection Request to [Cascade Natural Gas](#) to Begin Exchanging Data

[Cascade Natural Gas](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [Cascade Natural Gas](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Terms of Use:
[040621.pdf](#)

https://www.cngc.com/wp-content/uploads/PDFs/Conservation/portfolio_manager/CNG-TC-ENERGY-STAR-Portfolio-Mgr-040621.pdf

Agreement:

☐

I agree to my provider's ([Cascade Natural Gas](#)) Terms of Use.



Send Connection Request

[Cancel](#)

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1 I need to Benchmark, Let's Connect

1. A Confirmation Notice will pop up that your connection was sent to Cascade Natural Gas.
2. After the connection is sent, complete the [Cascade Utility Data Release Form](#) and email to EnergyReporting@cngc.com

